



For office use only:

EC Personnel Initials: _____

Date Taken In: _____

Check box if you verified school &/or student's name on lobby

ENROLLMENT CENTER

PREREQUISITE CLEARANCE REQUEST FORM –

Submit at least **10 business days** prior to registration.

Before submitting this clearance form, you must read, understand and sign this section!

- **Allow 5-7 business days** for processing.
Please note if you submit your form late it will still take the standard processing time. We will not be able to expedite processing.
- Courses used for pre-requisite clearance **must have a grade of C or higher.**
- **For classes with multiple pre-requisites** – (example – **BIOLOGY** classes) – please turn in this form and your proofs to the Enrollment Center for clearance first BEFORE you file a pre-requisite challenge form with the Assessment office. **Only submit a pre-req challenge IF you are advised the Enrollment Center cannot make the determination.**
- If you are trying to get into **ENGL G110** with a private or out-of-state institution's transcripts, you will need to provide a syllabus or **Course Outline of Record (COR)** detailing a required 6,000 word count minimum to be considered for possible equivalency to our ENGL G100.
- **Private college/university and/or out-of-state transcripts – for classes that were taken prior to Fall 2000** – please provide a syllabus or **COR** for each class to help expedite the processing of this request.
- **Advisories are not pre-requisites and are not electronically enforced.** You do not need to submit this form for advisories. Advisories are meant to let students know it has been shown that students tend to be more successful in a class if they have already taken the advisory class.

Term for which you are requesting clearance:
(please check ONLY one box)

Fall Spring Summer

Student's Last Name First Name

C
 Student ID # Phone # Date

Did you attend the other school **using a different name?** If so, what other name:

What type(s) of proof are you submitting?

AP Test Scores Official Transcripts
 COR/Syllabus Unofficial Transcripts
A COR is a Course Outline of Record

You must attach your proofs or verify you have official copies of transcripts on file in the GWC Enrollment Center.

If faxing, FAX to: 714-895-8960

ATTENTION: Graduation Clerk

By signing, I certify that I have read and understand this clearance process. _____ Date _____

Course(s) you want to take at GWC: <i>Ex: ENGL G100</i>	What is/are the GWC pre-requisite(s) for the course(s) you want to take (* advisories are NOT pre-requisites!): <i>Ex: ENGL G010</i>	What course(s) did you take at the other school that you think is the same as our pre-requisite course(s): (must be a grade of C or better!) <i>Ex: ENG 1A</i>	For office use only: